



Government of the United States Virgin Islands

VIRGIN ISLANDS ENERGY OFFICE

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VIRGIN ISLANDS ENERGY OFFICE

FINANCIAL PROGRAMS COORDINATOR (EXEMPT) – ST. CROIX

The successful applicant for this position will be responsible for the development, implementation, and management of all financial activities within the Virgin Islands Energy Office. Must possess an intensive knowledge and understanding of all aspects of accounting principles, and budgeting; possess the aptitude to prepare/process complex reports/documents relating to financial and programmatic matters; and demonstrate the ability to link financial applications to energy conservation and economic development programs.

Duties and Responsibilities

Duties and responsibilities include directing and supervising VIEO financial staff, coordinating all activity for Energy Grant Programs, ensuring availability of funding before financial transactions are enacted, management of revolving loan and other economic development energy related projects/programs, preparation of financial reports, and management of all office accounting transactions including payroll, financial payments, and invoicing.

Qualifications

A Master's degree in Accounting, Finance, Economics, Business Administration, or a related field from an accredited College or University; or a Bachelor's degree in Accounting, Finance, Economics, Business Administration or a related field from an accredited college or university with 5 years professional experience working with the V.I. Government's Enterprise Resource Planning System (ERP) in a supervisory role; and have governmental accounting experience.

Salary range for the above position is dependent upon qualifications and experience.

Interested persons should forward a letter of introduction and resume to:

Virgin Islands Energy Office
No. 4605 Tutu Park Mall Ste. 231
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(340) 714-8436 Ext. 4310
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